

**State Council on Libraries & Literacy
and Nevada Library Directors Meeting
October 17, 2017 8:00—10:00 AM
Hard Rock Hotel & Casino
Stateline, NV**

Meeting Minutes

ITEM 1: Call to order

- Dee Dee Bossart, SCLL chairperson, called the meeting to order at 8:07 AM.
- The following members were present: Ananda Campbell-Richards, Margot Chappel, Tod Colegrove, Kat Galland-Collins, Jeanne Frazier-Price, Joan Dalusung, Robert Jones, Karsten Heise, Connie Lucido, David Ortlipp, Kathy Ray, Nancy Cummings-Schmidt, Ian Salzman, Dee Dee Bossart, Jeff Kintop, Tammy Westergard, and Sulin Jones
- The following members were absent: Renee Olson, Kim Petersen, and Nicole Andazola.

ITEM 2: Public comment

- There was no public comment.

ITEM 3: Approval of minutes

- Mr. Jones moved to approve the minutes with Ms. Dalusung seconding the motion.
- Motion passed.

ITEM 4: Update report from Washoe County on the United Way's 'Read by Three' initiative

- Ms. Cumming-Schmidt began by thanking councilmembers, library directors, and other library staff for attending the day's meeting.
- She continued: The purpose of the 'Read by Three' initiative is to focus resources on a single outcome—to achieve an increase in childhood literacy by the end of Grade 3 among Nevada students. By 2020, the goal is to have three-fourths of children reading proficiently by third grade.
- Outlined in the scheme are several basic components:
 - Meet basic student needs
 - Provide education to parents on the importance of literacy
 - Promote early intervention to assist students with literacy
 - Assist with extracurricular tutoring in reading and writing
 - Increase school attendance
 - Ensure students read proficiently up to their grade level.
- Funding criteria for proposed schemes was also outlined:
 - Proposals must have a 3-year cycle period
 - Involve collaboration with other schools or entities
 - Encompass a broad geographic area within the state

- Four proposals were funded by the United Way:
 - Sierra Nevada Journeys
 - Well Nevada Resource Center
 - County Library System
 - Partnership of Boys & Girls Clubs
- Ms. Cumming-Schmidt said that the initiative was a big success—community leaders and United Way representatives are currently working together to expand the program using a community action plan, to be renamed ‘Literacy is the Cure’. The expanded program was launched on the day of the meeting (Tuesday, October 17).
- Next, Amy Levy provided an overview of the United Way program’s past trajectory. She stated that over the past 2.5 years, United Way and Washoe County have developed a program that embraced the entire state. The program modeled literacy acquisition behaviors with an emphasis on parent-child activities. The ages of participating children ranged from infancy to the third grade. Some aspects of the outreach effort were focused on the following:
 - Intertribal outreach
 - Home library building
 - STEAM activities
 - Interactive play
- Ms. Levy addressed the issue of the scheme’s sustainability. Fifteen legacy sites receive free books and e-resources to implement the Ready by Three program as best suits their community. The focus remains on getting parents interested in building literacy skills for their children with a series of short videos coordinated with the initiative’s aims to assist in implementation. All of the tribal sites fall under this category.
- Next, Jeff Scott reviewed new Washoe County library and literacy efforts.
- Summer reading programs and readership grants were all successful components of Washoe County libraries’ desire to increase literacy in the community. Emphasized were partnerships with various local organizations, increasing library usage, partnering with literacy providers, working with PBS to develop collateral, hospital partnerships, and early literacy initiatives. Of particular import is the libraries’ emphasis on children’s services (ages 0-5).
- Mr. Kintop asked whether Washoe County had considered partnering with the Boys & Girls Club. Mr. Scott answered that the county had already pursued such a partnership.
- Ms. Galland-Collins asked how families without nearby library access would be reached. Mr. Scott replied that outreach directed by local libraries was being implemented to fill this gap.

ITEM 5: Report on the Humboldt County Library Personnel Situation and responsibility of the NSLAPR regarding said issue.

Background: Humboldt County Library Director, Cyndi O. was placed on administrative leave, pending the outcomes of an investigation regarding allegations of a hostile workplace environment, harassment, bullying and retaliation. The Humboldt County Deputy Library Director was terminated by the County Administrator.

Statutory Considerations:

- NRS 244.135 – describes the broad authority of County Administrator or County Manager. There is no reference in this statute to governing the public library.
- NRS 379.025 – describes the statutory powers and duties of Nevada public library trustees. (Added to NRS by 1959, 328; A 1967, 1061; 1981, 1000; 1985, 10)
Trustees who accept appointment to a library board are expected to perform the duties and responsibilities of Trustee.
 - See also:
NRS 379.025 (is not limited by another statute)
NRS 379.025 1b
NRS 379.025 2f
NRS 397.025 4
- NRS 378.081 subsections 2 f & g – The State Library shall assist in finding solutions to problems. The NSLAPR Administrator has authority to ask for an opinion from the Nevada Attorney General.
- Mr. Kintop began by addressing the issue of jurisdiction in the case. He said that county library trustees have authority over policy and statutes, including the power to hire the library director with the understanding that the library director has the authority to hire and fire library staff. A 1991 NRS clarification further stated that only trustees may fire a library director.
- An opinion from the Nevada attorney general's office was sought by Mr. Kintop with the support of Patrick Cates, director of the Department of Administration (under which the NSLAPR falls). The question to date is whether the attorney general's office will provide an official legal opinion or a 'letter of advice' on the issue. An official opinion will become part of the statutory annotation. As such, the proposed question to the attorney general must be phrased so as to provide future guidance and clarification for the roles of library directors and the situation at present sits with Mr. Kintop who once appropriately phrases the question, will submit to the Attorney General.
- Mr. Kintop indicated that he understood in a discussion with Ms. Patty Cafferata, who advises from time to time on issues pertaining to county and local government, that she thought that the attorney general's office would look at the current law's intent and review similar cases in other states in order to offer guidance in this situation.
- Mr. Kintop further stated that there is no timeline to this process and that the attorney general may not agree to review the case.
- Ms. Frazier-Price asked what the status was of the individual library director and what the details of the case were.

- Mr. Kintop stated that the county manager had put the library director on a leave of absence and fired the assistant director with the recommendation that the director be fired after an investigation had been conducted. At question was the legality of the assistant director's firing as the director has personnel oversight.

Mr. Kintop continued to explain that the Humboldt County Library Board's decision was not to fire the Library Director, but to place Cyndi O. in a probationary environment. The (4-1) Humboldt County Library Board of Trustees motion states:

We recommend that she coordinate with the County Administrator and the Human Resource Director to rehabilitate and reconcile the staff allegations set forth in the memorandum. A report will be given to the library board 90 days from Sept. first.

- The issue also brought to light the need for trustee board training.

ITEM 6: Overview on public library governance and NSLAPR continuing education activity

- Ms. Westergard began by reviewing statewide library initiatives that are being driven by SCLL with LSTA resources.
- An exercise was initiated wherein the scope and breadth of trustee work was highlighted by passing out a questionnaire and copy of the Nevada trustee manual which is meant to guide trustee actions. Ms. Westergard asked attendees to look at the table of contents in the trustee manual and formulate ideas on what could be improved. It is part of NSLAPR's responsibility to provide training to the community.
- She indicated the purpose of this part of the meeting was to describe the roles, responsibilities, risks and rewards of serving as a public library trustee. She reminded the audience that while the discussion took on the context of public library environments, board governance is no stranger to other types of libraries: think the school board oversees school library activity, the board of regents over college and university libraries and the state council on libraries and literacy over the state library.
- The learning outcomes of this 30 minute session included:
 - All will learn or be reminded of the scope of trustee governance responsibilities.
 - All will understand the online learning tools coming our way and what will be expected of their use
 - Participants will know who to call for support in matters of library governance.
- Ms. Westergard noted that all participants will all get a preview of the online learning tools coming our way that will make it easier, one bite of the apple at a time, to not only learn and understand the various roles and responsibilities but to realize that there is a robust support network that is available to answer questions, support the resolution of challenges and to join forces with one another to advance library services.

- At the close of the exercise all participants provided written feedback to staff describing:
 - Three things learned from the exercise, two things that were found to be interesting and one thing that may still be unclear.
- Ms. Westergard stated that learning modules will be available soon with all trustee performance information distilled into bitesize bits of info. This will include a tracking tool to see who is participating.

ITEM 7: Report on SCLL highlights from 2017

- Ms. Bossart began by stating that all council seats were currently filled.
- Councilmembers are kept abreast of developing situations and current SCLL news by a monthly newsletter (*Tuesday Communique*).
- In 2017, there were three council meetings, as well as an ex-officio-only meeting and strategic planning session.
- The Institute of Museum & Library Studies (IMLS) approved the state's 2018-22 Five Year Plan.
- Engagement has grown among SCLL in the following ways:

Meetings and Membership

- Counting today, three in person full council meetings have been conducted
- For the first time ever an ex officio members meeting, in person
- For the first time ever, two virtual SCLL + Library Directors meetings
 - The virtual meetings were so well attended that staff had to procure a larger meeting room
- 3 surveys deployed regarding: SCLL leadership feedback, LSTA feedback from NV library directors and a survey regarding priorities for SB549 resources

Strategic planning:

- 2013 – 2017 Nevada LSTA Evaluation complete and results indicated efforts are meeting priorities in a significant way.
- 2018 – 2022 LSTA Nevada Plan complete and IMLS approved
 - 20 site visits between May and June engaged 139 participants and collected over 600 data points
 - SCLL members participated in the activities
 - 1,783 miles traveled
 - 20 videos created along the way showing and telling the NV library story
- For the state library itself a library space planner has begun work to make recommendations to the Department of Administration's Director, Patrick Cates, who is working to transition from a predominantly collections-centered physical space to an environment where state agencies can optimize research, learning, professional development and collaboration.

New Partnership:

The Nevada Humanities partnership - administering the Center for the Book on

behalf of the State library

2017 Legislative Activity:

- 47 librarians engaged with legislators on Nevada Library Day – 7 were council members
- 200 legislators and staffers participated in the NLA hosted luncheon
- 5 statewide LSTA programs were featured
- All of NSLAPR's budget was restored, and the legislature unanimously supported SB 549 – which was \$500,000 in one-shot money for collections, databases, bookmobiles and emerging technology

ITEM 8: Lightning round update from directors about their most significant issue in motion and greatest accomplishment in 2017.

- Amy Geddes, Lyon County: With LSTA grant money the library was able to purchase a popular Redbox movie rental machine. She stated that the biggest challenge had been seating the trustee board members.
- Tod Colegrove, University of Nevada, Reno, De la Mar Library: The library's virtual reality and information literacy initiatives were both successful.
- Robbie Nickel, Elko County School District: Read by Three was being pushed by the library, as well as the Department of Education piloting an evaluation program for school librarians were both challenges. She highlighted her trip to Washington DC as part of the Nevada library legislative cohort.
- Shelly Nee, Pershing County High School: Library attendance had increased dramatically with an emphasis on innovation and technology. She proceeded to read aloud the lesson plan she had created for the librarian substitute which highlighted the wide range of student activities currently centered in the library.
- Kathy Ray, University of Nevada, Reno Knowledge Center: The library promoted the idea that federally-funded programs should be free of charge for the public. She also underscored the successes of active learning, design initiatives, virtual reality research, and the donation of Harry Reid's papers to the university.
- Carol Lloyd, Churchill County: Highlighted were the LSTA grant for technology training in the library, which included courses to teach basic computer skills to patrons, and the initiative of including MakerSpace in the library as well as plans for a community garden.
- Holly Esposito, Washoe County School District: Books and leadership studies were vital to the year's success.
- Joan Dalusung, Washoe County: The RFID conversion, implementation of self-check and automated materials (LSTA funded), was a challenge and a success, as was the current remodel of three county libraries and the implementation of a current partnership with Washoe County School District.
- Marcie Smedley, Henderson: One-stop career centers were placed in several libraries to promote local workforce training and economic development.
- Robert Jones: School libraries are working to increase graduation rates—there are 327 school libraries in LV. Developing librarian performance standards which will help to assess the effectiveness of school librarians is a top priority.

- Diane Ryals, Tonopah: While struggling to get things going, the library was beginning to thrive. The building was remodeled building and a coding lab started, made possible through the donation of five computers.
- Cyndi O, Humboldt County: Moving the Denaio branch into a new space with community support was a challenge. The Nevada Small Business Center grant to establish satellite locations in rural communities and stabilizing internally to move forward were at the top of the priority list.
- Jason Soward, Supreme Court: The library is planning outreach to bring law-related information to the community;
- Sandy Delaski, Storey County: A brand new library is to open February 2018. Ms. Delaski read letter from Eric Shoaf of Community Chest (nonprofit) going over the future vision for the library—to fully integrate library services with those offered by the community center.
- Emily Reed, Washoe County Law Library: A challenge was ensuring compliance with legislative changes in collection. The library also received a State Justice Institute grant to evaluate what services are offered and to plan a future direction and meet community needs.
- Jeanne Price, Law Library, UNLV: An accomplishment was moving materials and faculty scholarship information onto an open access platform (commons) as well as beginning with a plan to move academic content online.
- Shelly Alexander, North Las Vegas: Technology-focus changes, including upgrading old computers, increasing access to digital content (tablets, etc.), and focusing on community partnerships, i.e. CSL tutoring or OneStop career centers.
- Sharron Faehling, Pioche: The library's children's room was re-vamped. A challenge was having to put in overtime to get the library up to standard. However, there was a large influx of patron usage over the past year.
- Courtney Oberhansli, Mineral County: An LSTA grant enabled the purchase of an X-Box in an attempt to attract teens (150+ people using). The county went to a four-day work/school week, which enabled library to fill the Friday void for students. Also successful was a series of Pioneer Center youth programs and special effects videos and e-programming.
- Sena Loyd, Carson City: Highlighted were grant programming succeeded—STEM events, lectures, and hands-on workshops. A continued partnership with WNC to test college students for MT1 certification continued as did a push to get students library cards for access to resources.
- Kassie Antonucci, Elko-Lander-Eureka: There were financial issues in Eureka and Lander counties, with budget cuts impacting library services and hours, as well as hiring freeze in Elko County. However, the library was able increase programming at outlying facilities and implement an LSTA-based STEM program.
- Denise Frohlich, Western Nevada College: Highlighted was the library's vision for making the library into a future innovation center.

ITEM 9: Officer elections

- Ms. Bossart expressed her gratitude at being able to serve on SCLL and act as chairperson. She introduced Ms. Cumming-Schmidt as the new chairperson of SCLL for the next two years.
- Ms. Dalusung moved to nominate Ms. Ray as vice chairperson with Ms. Frazier-Price seconding the motion.
- Motion passed.

ITEM 10: Set 2018 SCLL meeting dates

- Schedule is tentative
 - February: Virtual meeting
 - April: In-person meeting
 - May: Virtual meeting
 - August: Ex-officio in-person meeting
 - October: Annual meeting at NLA conference

ITEM 11: Public comment

- Ms. Chappel informed the library community that brochures on adolescent health services are available for distribution.
- Ms. O wished to thank directors, NSLAPR, and SCLL for their continued support in the Humboldt county debacle.

ITEM 12: Adjourn

- Ms. Galland-Collins moved to adjourn the meeting with Ms. Bossart seconding the motion.
- Motion passed.